

## **Discrimination Prohibited Policy**

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The Victim Services Division (VSD) of the San Francisco District Attorney's Office strives to make the criminal justice system humane and accessible by providing support and assistance to victims and their families in the aftermath of a crime, during criminal prosecution, and after a verdict has been reached. Even if justice is served in the courtroom, it does not always immediately change the way victims feel in their day-to-day lives afterwards. Our division provides victims with advocacy, streamlines the process for collecting restitution and recouping compensation for financial losses when possible, and, in general, works tirelessly to support victims regain control over their lives.

### **Discrimination Defined**

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Discriminating against victims seeking services from the District Attorney's Office, because of their sex, race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, or other protected category under the law is prohibited and unlawful. For the purpose of this policy only, the term "victims" includes any client and/or person seeking services from this office. Discrimination is the unequal treatment of individuals with respect to the terms and conditions of the services provided, based on their membership in a protected category. Upon request, the SFDA's office will provide reasonable accommodation to ensure equal access to its programs, services, and activities.

### **File a Complaint**

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If you feel you were the victim of discrimination in the District Attorney Victim Services Division, you are encouraged to file a complaint through the City's Whistleblower Program. To begin this process, gather the information listed below:

- The specific facts and any records about the incident(s), including the name and contact information of the person or entity you believe harmed you (if known);
- Copies of any documents or other evidence related to your complaint; and
- The name of the employee/person involved and the contact information of any witnesses (if known).

File a complaint with the Whistleblower Program in one of three ways:

- Online - You may file a complaint online at <https://www.sf.gov/how-file-whistleblower-report>
- By Telephone - You may call the 311 Customer Service Center (311 or 415-701-2311) to file a complaint via telephone. Tell the operator that you would like to file a complaint with the Whistleblower Program.
- By Mail - You may fill out a paper Whistleblower complaint form and Whistleblower Program by mail to:  
Whistleblower Program  
1 Dr. Carlton B. Goodlett Place Room 316, San Francisco, CA 94102

Departmental Human Resources is an additional resource available to victims that may need to file a report of discrimination complaint and may be reached at: [SFDA-HRSupport@sgov.org](mailto:SFDA-HRSupport@sgov.org)